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MEMORANDUM FOR: AIDC AND AIPC

VIA: The Joint Training Committee

SUBJECT: Revision of Training Division Table of Organization

1. There is attached hereto a revised T/O for the Training Division representing the views of the Training Division regarding changes necessary to be made in order for TTD to function efficiently in meeting its present requirements. It does not represent changes which may be necessary in the event of a greater training load than that definitely foreseen at the present time.

2. Excluding the Assessment Staff, which is being separately considered, there are a total of eighteen additional slots requested. These additional slots, as well as any change-in-grade ratings of other positions are as indicated below.

OFFICE OF THE CHIEF AND STAFF:

1. An Assistant Administrative Officer at Grade GS-11 has been added as well as a File Clerk-Typist at Grade GS-3. The grade rating of the Administrative Officer has been increased to GS-13. In the event of mobilization and the resulting expansion of the training requirements, this position would become the Deputy for Administration to the Chief, TTD. Position #1 has been re-classified as an Administrative Assistant at GS-7. The increases are necessitated by the increase in quantity and variety of responsibilities placed with the Training Division in the past six months.

Document No. 013

RECORDS AND EVALUATION STAFF:

NO CHANGE in Class. ☐

☐ DECLASSIFIED

1. No change.

Class. CHANGED TO: TS S ☒

TRAINING MATERIALS STAFF:

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

1. Three new positions have been added. They are: Information and Editorial Assistant at grade GS-9; a Document Control Officer at grade GS-7; and an Education Specialist (Visual) at grade GS-7. The following changes in grade rating have been made: Chief from GS-12 to GS-13; Training Research Materials Officer from GS-11 to GS-12; two Education Specialists (Research) from grade GS-9 to GS-11; Information and Editorial Specialist from grade GS-7 to GS-11; Librarian from GS-4 to GS-5. When the present T/O was originally considered, the Training Materials Staff was an innovation. Since there was no precedent, only a:

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estimate could be given as to the number of slots needed, duties to be performed, and grade ratings required. The changes recommended are based on the experience of the past eight months.

SPECIAL PROJECTS STAFF

1. The principal additions to the TTD T/O are contained in this Staff which is entirely new. It consists of a total of six persons as follows:

Chief	GS-14
Plans Officer	GS-13
Operations Training Officer (foreign nationals)	GS-13
Instructor (special training)	GS-12
Secretary (stenography)	GS-6
Clerk-stenographer	GS-5

2. This Staff has been specially formed to serve the Chief, TTD as a special plans and operations section. This has become necessary by reason of the many services and duties required of TTD in addition to its normal training function. These additional duties are in brief and partially as follows:

- a. Instructor training and guidance instruction.
- b. Advice and assistance to the operating divisions of OSO and OPC regarding special training of indigenous personnel overseas.
- c. Planning, coordination and/or conduct of the training of foreign personnel within the continental United States.
- d. Conduct of special training for OSO/OPC staff personnel such as the Rapid Reading Course.
- e. [REDACTED]
- f. Training liaison with outside agencies.
- g. Compilation of special manuals for the use of OSO/OPC staff case officers in special overseas training.
- h. Preparation of such items as OJ and OPC training requirements upon mobilization.
- i. Training of OSO/OPC reserve personnel for mobilization.

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STAFF TRAINING BRANCH:

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1. There has been no change in the OC, the AOC, or in the two instructor slots have been increased in rating by raising a GS-11 slot to GS-12 and a GS-9 slot to GS-11. In the SOC two clerical slots at grade GS-5 have been changed to one GS-4 and one GS-6 in order to conform to the other instruction course training clerk ratings. The position of Chief Instructor, SOC and his deputy have each been increased in grade rating to GS-13 and GS-12 respectively. In the ASTS two additional slots have been added, each at grade GS-13. They are a chief instructor each in ESCAPE AND EVASION, and INTERNATIONAL COMMUNISM. The position of Training Assistant, ASTS has been increased in grade rating to GS-6. The BIOC has been abolished as such and has been replaced in part by the Study Course headed by a GS-12 slot.

2. All Chief Instructors for the various Advanced Specialized Training courses dealing with the specialized missions and tasks of OSO and OPC have been given increased responsibilities and functions. They include now:

- a. The conduct of tutorial staff training projects in the specialized activities of OSO/OPC.
- b. The planning, preparation, and conduct of Advanced Specialized Training courses when required.
- c. Participation in other STB courses when and where their specialized experience might contribute to a greater effectiveness of such courses.
- d. As required, assist in specialized covert training projects.
- e. The coordination of doctrine within TRD in the various specialized fields of OSO and OPC operations.

COVERT TRAINING BRANCH:

1. In the office of the Chief, CTB a clerk-typist in Grade GS-4 has been added. In the two additional instructor slots at Grade GS-12 have been added. The additional slots are required by the increase in OPC covert specialized training requirements.

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NO CHANGE IN CLASS. ☒ ~~DECLASSIFIED~~

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

As to: DDA REG. 77/1783

Date: _____ By: _____